



## Borrow Newspaper Microfilm

- Log into WISCAT using your 4 letter code, user name and password.
- From the WISCAT Home Page, click on the Blank ILL Request tab. You may also access the Blank ILL Request form from the ILL Admin menu under "Request Manager" within the left-hand navigation menu.
- A loan form will open. Red starred fields are required.
- Confirm via WISCAT or WorldCat that the title is valid for the dates needed.
- Enter the title and city and state of publication in the title field. For example: The Times (Phoenix, Arizona)
- Confirm that the “request type” is a returnable loan.
- Change the Material Bibliographic Level” to “serial”.
- Select microform from the “Material Format Options”.
- Confirm “need by” date. (Click inside the box to open a calendar, then change the date.)
- Review “ship to” information
- Enter more specific information in the Borrower’s Notes field, if needed.
- Leave the number of copies at “1”.
- Enter patron’s name and contact information (email or phone) (If you have patron accounts, use Patron Lookup)
- Click the gray “submit” button at the top right of the page or bottom center of the request form.
- You will receive a confirmation message and the request number. Click the “X” to close the window.